

Terms and Conditions of Use of the Book-o-mats of the Raczyński Library

§ 1

General provisions

1. All registered Readers are entitled to use the Book-o-mats (self-service lending lockers allowing Readers to pick up books ordered from the online catalogue and optionally return books) provided that their Library Account is active, they own a valid Reader's Card and have no outstanding financial obligations to the Library.
2. Only books from the following locations are available for checkout and return using the Book-o-mats:
 - the Lending Room, Al. Marcinkowskiego 23,
 - the Children's Library (Filia 11dz), Al. Marcinkowskiego 23.
3. Audiovisual materials (music CDs, audio dramas, films, and audiobooks) are not available for checkout and return through the book-o-mats.
4. A Reader's Card is required to use the Book-o-mats.

§ 2

Placing orders

1. Placing a book-o-mat order is possible for the books that are currently available in the Lending Room or the Children's Library (Filia 11dz), i.e., the books with the "item in place" status.
2. Materials should be ordered using the Reader's Account in the Online catalogue by selecting a Book-o-mat location of choice.
3. In case a book is simultaneously requested as a Book-o-mat checkout and an in-person checkout (i.e., in the Library), the priority is given to the Reader in the Library.
4. Books that exceed the locker's dimensions (32 x 39 x 6.5 cm) are unavailable to check out using a Book-o-mat. If the requested book exceeds these dimensions, the order will not be fulfilled.
5. Readers can check out a maximum of 3 books from the Lending Room and 3 books from the Children's Library (Filia 11dz) at a time, while maintaining the general loan limit stated in the *Terms and Conditions of Use of the Collections and Services of the Raczyński Library* (altogether 6 books from the Lending Room – checked out in person at the establishment or

through a Book-o-mat; 6 books from the Children's Library (Filia 11dz) – checked out in person at the establishment or through a book-o-mat).

6. If the number of loans and requested items from the Lending Room or the Children's Library (Filia 11dz) is exceeded, the Reader is obliged to return the previously borrowed items before collecting the book-o-mat order. Otherwise, the library system will not allow the order to be collected.
7. Delivery of requested items is carried out on Mondays, Wednesdays, and Fridays (holidays excluded) between 9:00 AM and 3:00 PM.
8. Order processing time equals 4 business days. If there are no available lockers in the selected Book-o-mat, processing time might be extended.
9. Once the order is delivered, the Reader receives an email notification that the book is ready for pick-up.
10. The order should be collected within 3 days after receiving the "ready for pick-up" notification (until 11:59 PM on the third day). After that time the order is cancelled, and the books return to the Library.
11. The loan period begins with opening the locker by the Reader and ends with returning the books through the Book-o-mat.
12. The entire order is placed in a single locker. For multiple large-format books the order might be placed in multiple lockers.

§ 3

Returns

1. Books checked out in a Book-o-mat can either be returned through any Book-o-mat or in person at the facility that they came from.
2. Books checked out in person in the Lending Room or the Children's Library can also be returned through a Book-o-mat. Units borrowed in other Library branches cannot be returned using a Book-o-mat.
3. Readers attempting to return materials other than books (i.e., audiobooks, audio dramas, films, or music CDs) are responsible for the cost of possible damage to the library materials if the damage is sustained in transport from the Book-o-mat to the Library, or in the event of missing CDs or DVDs.
4. A maximum of 3 returned books can be placed in a single locker. Each returned item must be previously scanned.
5. If the Reader intends to return more than 3 items, they should be placed in multiple lockers.
6. A malfunction or an overflow does not exempt the Reader's obligation to return the items on time. In such cases, the books should be returned in another Book-o-mat or in person in the Lending Room or the Children's Library (Filia 11dz) accordingly.
7. Returning overdue items stops further overdue charges but does not exempt the Reader's obligation to pay the fees that have already been charged.
8. The loan period may be prolonged 7 days before the materials are due – in person, by phone or e-mail, or using Reader's account – by 30 days since the prolongation, provided that no other Reader requests them. The entire loan period cannot exceed 90 days.

§4

Video surveillance

1. To ensure reader safety and prevent vandalism, the space around the Book-o-mats is monitored. No audio is recorded.
2. The video surveillance around the Book-o-mats has been visibly and legibly marked. The information clause regarding the video surveillance is available at <http://www.bracz.edu.pl/rodo>.

§ 5

Final provisions

1. The Book-o-mat User Guide is available on the website of the Raczyński Library.
2. Using the Book-o-mats is equivalent to accepting the Terms and Conditions.
3. The area adjacent to the Book-o-mats might be under video surveillance.
4. System errors and malfunctions should be reported to the following e-mail address: ksiazkomaty@bracz.edu.pl.